

# **SPECIAL INSPECTIONS MANUAL**



TOWN OF HILTON HEAD ISLAND  
DEPARTMENT OF BUILDING AND FIRE CODES  
ONE TOWN CENTER COURT  
HILTON HEAD ISLAND, SC 29926  
843 341-4757

## Introduction

The purpose of this Manual is to provide information on the Special Inspections procedures of the Town of Hilton Head Island. This Manual provides a supplement to the complete reference, Chapter 17 of the International Building Code, 2003 edition.

A Special Inspection is defined by the of the International Building Code as an **“Inspection as herein required of the materials, installation, fabrication, erection or placement of components and connections requiring special expertise to ensure compliance with approved construction documents and referenced standards.”**

This Manual defines the work that will require a Special Inspection, the procedures for inspecting and reporting the work as well as the duties and responsibilities of the Owner, Architect and Engineer of Record, Building Official, Special Inspector and the Contractor. Special Inspections are in addition to the normal inspections performed by the Department of Building and Fire Codes as listed in the Town of Hilton Head Island’s Municipal Ordinance, Title 15, Section 109.

Special Inspections are not required for buildings or their components that are classified as Residential Occupancies, Group R-3. In other occupancies work that is not required by state regulations to be designed by an Architect or Engineer, work that is minor in nature or as approved by the Building Official will not require Special Inspections. See the International Building Code, Chapter 17 for the particular types of construction which will require Special Inspections.

For additional information on the Town of Hilton Head Island’s Special Inspection procedures please contact the following:

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Director of Building and Fire Codes  
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Chief Commercial Plans Examiner  
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## Definitions

**The listed words and terms, for the purpose of this document shall have the following definitions.**

**Approved Agency.** An established and recognized agency regularly engaged in conducting tests or furnishing inspection services approved by the Building Official per IBC Chapter 17.

**Approved Fabricator.** An established and qualified person, firm or corporation producing structural members and assemblies on a premises other than the construction site approved by the Building Official per IBC Chapter 17.

**Approved Special Inspector.** An established and recognized individual regularly engaged in conducting tests or furnishing inspection services approved by the Building Official per IBC Chapter 17.

**Architect of Record.** An Architect licensed in the State of South Carolina acting for the Owner to identify Special Inspections required by IBC Chapter 17.

**Engineer of Record.** An Engineer licensed in the State of South Carolina acting for the Owner to identify Special Inspections required by IBC Chapter 17.

**Fabricated Item.** Structural, load bearing or lateral load resisting assemblies consisting of materials assembled prior to installation in a building or structure, or subjected to operations such as heat treatment, thermal cutting, cold working or reforming after manufacture and prior to installation in a building or structure. Materials produced in accordance with standard specifications referenced by the IBC, such as rolled structural steel shapes, steel reinforcing bars, masonry units and plywood sheets, shall not be considered fabricated items.

**Fabricators Certificate of Compliance.** A certificate stating that materials and products meet specified standards or that work was done in compliance with approved construction documents.

**Inspection Certificate.** Identification applied on a product by an approved agency containing the name of the manufacturer, the function and performance characteristics, and the name and identification of an approved agency that indicates that the product or material has been inspected and evaluated by an approved agency.

**Label.** Identification applied on a product by the manufacturer that contains the name of the manufacturer, the function and performance characteristics of the product or material, the name and identification of the approved agency and indicates that the representative sample of the product or material has been tested and evaluated by the approved agency.

**Manufacturer's Designation.** Identification applied on a product by the manufacturer indicating that the product or material complies with a specified standard or set of rules.

**Mark.** Identification applied on a product by the manufacturer indicating the name of the manufacturer and the function of the product or material.

**Special Inspection.** Inspection as herein required of the materials, installation, fabrication, erection or placement of components and connections requiring special expertise to ensure compliance with approved construction documents and referenced standards.

**Special Inspection, Continuous.** The full time observation of work requiring a special inspection by an approved Special Inspector who is present in the area where the work is being performed.

**Special Inspection, Periodic.** The part time or intermittent observation of work requiring a special inspection by an approved Special Inspector who is present in the area where the work has been or is being performed and at the completion of the work.

**Sprayed Fire Resistant Materials.** Cementitious or fibrous materials that are spray applied to provide fire resistant protection of the substrates.

**Structural Observation.** The visual observation by a registered design professional for general conformance to the approved construction documents at significant construction stages and at completion of the structural system. Structural observation does not include or waive the responsibility for the inspections required by sections of the International Building Code other than Chapter 17.

## **Special Inspection Requirements for a Building Permit**

The applicant for a building permit shall submit a **Statement of Special Inspections** prepared by the Architect or Engineer of Record on the attached Town of Hilton Head Island form as a condition of the issuance of a building permit. The statement shall include a complete list of materials and work requiring special inspections for the scope of work listed on the building permit.

The Architect or Engineer of Record shall submit a **Special Inspectors Registration Form** for each Special Inspector, Agency, Firm or Fabricator on the attached Town of Hilton Head Island form as a condition of the issuance of a building permit. The Form shall list the area of inspection of each Special Inspector, Agency, Firm or Fabricator and be signed by the Architect or Engineer of Record. Sufficient documentation shall be attached to each form to demonstrate to the Building Official that the education, training and work experience of the Special Inspector, Agency, Firm or Fabricator qualifies them to perform the Special Inspections listed.

## **Special Inspection Requirements During Construction**

It is the Special Inspectors responsibility to verify that all Inspections listed on the Statement of Special Inspections are thoroughly observed and, if required, tested in accordance with the applicable standards prior to concealment.

The Special Inspector shall keep records of all inspections and complete the Town of Hilton Head Island's **Special Inspection Daily Report**. The report shall be filed with the General Contractor and the Architect or Engineer of Record. All discrepancies shall be brought to the attention of the Contractor and noted on the report. The Contractor shall maintain the report file in a location available to the Town of Hilton Head Island Department of Building and Fire Codes.

The Special Inspector shall complete the Town of Hilton Head Island's **Special Inspection Weekly Report** to compile the activity during that reporting period. The report shall be filed with the General Contractor, the Architect or Engineer of Record and the Building Official. All discrepancies shall be brought to the attention of the Contractor and noted on the report. Discrepancies not corrected by the next reporting period shall be brought to the immediate attention of the Architect or Engineer of Record and the Building Official. Corrective action must be completed prior to the end of that phase of work or as approved by the Building Official.

The Special Inspector shall complete the Town of Hilton Head Island's **Special Inspection Completion Report** at the end of construction and prior to the Certificate of Occupancy. The Report shall indicate that all outstanding discrepancies have been corrected and that all work is in compliance with the approved construction documents and in full compliance with applicable codes.